



PENTAGON 2000 SOFTWARE

Imaging XL Module

Pentagon 2000 Software 15 West 34th Street 5th Floor New York, NY 10001 Phone 212.629.7521 • Fax 212.629.7513



TITLE:	Imaging XL		
Part:	General System		
MODULE:	Imaging XL	Build	9.0.0.33
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	06/06/2014

Purpose

This module enables scanning and viewing images associated with almost any document within the Pentagon 2000 system. The Imaging XL Module provides expanded capabilities of the Imaging X Module.

Overview

This procedure outlines the steps for setup and use of the Imaging XL module.

Required Modules/Features

- Pentagon 2000 Core
- Imaging XL Module



Table of Contents

1.	HARDWARE SETUP	4
2.	ADMINISTRATIVE SETUP	5
3.	PENTAGON 2000 IMAGEINATION	8
4.	FAST SCAN	11
5.	SCANNING WITH OPTIONS	14



Procedure

1. Hardware Setup

- a. Scanner
 - i. Any TWAIN compatible scanner may be utilized.
 - ii. The scanner drivers must be installed on the workstation on which the scanning is to be performed.

b. Disk Storage Space

- i. Ensure the drive(s) on which images will be stored has the capacity for the volume of imaging that you desire.
- ii. Any drive on your network may be used provided that it has been mapped identically on each workstation.



2. Administrative Setup

- a. Image File Directory
 - i. From the ribbon, left-click Administration, left-click System and left-click System General Defaults.

Му	y Favorites	File Sal	les Pu	rchasing	Inventory	Financials	Operations	My Pentagon	CRM	Administration
E	3 3		-010	C Auto	motive Setup	👸 Wareh	ouses /Location	s 👻 🔛 Driven 👻		🚰 Work Orders
			41.4	🛓 Exter	nal Interfaces 👻	🔠 By Na	me 🔻	🔠 Stock By C	ode 👻	🐡 Parts Network
Syst	Groups	Vtilities	Forms Setup *	🍐 Cont	ract	Generation Generation	al By Code 👻	🔛 Document	ts By Code	👻 🔀 Engineering &
Α	Set Global C	ompany Nan	ne(s)							Tables L
43	System Gene	ral Defaults								
660	Company/D	iv/Dept Setu	5							
6	Servers and T	Facke Satur								

ii. The **Company Setup Window** will appear. Left-click the **Modules** tab, then left-click the Directories sub-tab (if not already selected).

🗾 Compar	ny Setup								9 X
Cancel	O <u>K</u> Optio) n							
Accounti	ng Settings	Printin	g Settings	Stock W/H Settings	Mandato	ory Fields	SO/PO	Line changes	settings
Consolidat	or Settings	PMR	Aircraft Ext	Flight Log Ext Hide	Line Types	Publicat	ions Ext. Info	E-Comm	erce Setup
General	WH/Doc	Default	s Setup	Customer Docs V	endor Docs	Taxes	Charges	Convert	P/N Ext
Counters	Modules	Limits	System Alerts	General Settings	Document Se	ttings	W0/MNT Sett	ings 🗍 Me	mo Convert
Exchange Defaults Core Charge Up Front : Insert Core Value in Note Field (if not zero): Return Core Within: 30 Days Exchange/Core Cost SetUp									
Directories Images F	Spec2000 T	ransfer File(:	s) Directory S	ales EDI Purchasing EDI	BS Spec 2	000 SIT#	A Spec 2000	EPI Inventory	Import 🔳
D:\PENTAGON2000SQL8\Images									
Video/Movie File Directory									
D:\PENTAGON2000SQL8\Video Other Directory									
D-\PENTA	AGON2000S	QL 8\Print	Server					Other Di	rectories

- iii. The **Images File Directory** field will default to the "Images" folder in your main Pentagon folder (where pentagon.exe resides). This path may be changed to identify the drive where images should be stored.
- iv. When the path is correct, left-click the **OK** button on the **Company Setup** window toolbar to save the changes.
- v. A **Confirm** dialog box will appear with the following message:



vi. Left-click the **Yes** button.



- b. Scanner Settings
 - i. From the ribbon, left-click My Pentagon and left-click Scanning Setup.



ii. The Scanner Settings window will appear.

- 1. Feeder Options group box
 - a. Use a ADF Feeder radio button Select if your scanner is equipped with an automatic document feeder and you intend to utilize it.
 - b. Use a Single Page Scanner radio button Select if your scanner is either (1) not equipped with an automatic document feeder or (2) you do not intend to use the automatic document feeder.
- 2. ADF Settings group box
 - a. DPI field Select the DPI that you would like to scan (as a default).
 - b. Scanner UI field Select whether or not you would like the scanner's native interface to appear when scanning ("Show UI" option) or not ("Hide UI" option).
 - c. Color field Select the type of scanning that you would like (as a default).
- 3. Toolbar
 - a. **Scanner** button Left-click to select the default scanner from a list of scanners installed on the workstation.
 - b. Camera button Left-click to select a default web camera installed on the workstation.



4. Left-click the **OK** button on the **Scanner Settings** window toolbar to save the settings and close the window.



3. Pentagon 2000 IMAGEination

The **Pentagon 2000 IMAGEination** window is Pentagon 2000's image viewer. This viewer is accessible throughout the system.

- a. Open the Pentagon 2000 IMAGEination window in the location where the image should be added or viewed.
 - i. For all inventory related documents, please refer to the Comprehensive Detailed Procedure titled "Imaging X Module".

NOTE: The Imaging XL Module provides all the capabilities of the Imaging X Module plus the features outlined in the remainder of this section.

- ii. For all other documents and modules within the system, there will exist either an **Imaging** option in the **Option** menu or an **Imaging** button on the window toolbar.
- iii. Left-click the **Imaging** option (or the **Imaging** button) and the **Pentagon 2000 IMAGination** window will appear.

🗾 Pe	ntagon 2000 IN	AGEination						23
<u>F</u> ile	<u>E</u> dit <u>Z</u> oom							
			12201	2 🔒 H 4 0% 🔻	🕨 м 🔆 🚺			
		-						
Image	e List							
Title	Date	Code	Description					
	<no da<="" td=""><td>ata to display></td><td></td><td></td><td></td><td></td><td></td><td></td></no>	ata to display>						
			•					
		2						_
								//

CONTINUE TO NEXT PAGE



- b. Pentagon 2000 IMAGEination Window Menu Toolbar
 - i. File menu



- 1. Attach New Image (Single) menu item Left-click to create a link from an image file on your network to the record.
- 2. Attach New Image (Multi) menu item Left-click to create a link from multiple image files on your network to the record.
- 3. Attach New PDF File menu item Left-click to create a link from an adobe acrobat file on your network to the record.
- 4. Attach New Unsupported File menu item Left-click to create a link from virtually any file on your network to the record.
- 5. **Select Image From Current List** menu item Left-click to create a link from a previously saved image within the Pentagon 2000 database to the record.
- 6. Save Current Image as menu item Left-click to save the current image to a new location on your network.
- 7. Save Current Images at menu item Left-click to save multiple selected images to a new location on your network.
- 8. **Delete Page from Current Image** menu Item Left-click to remove a page from the current image (for PDF files).
- 9. Detach Image File (Remove from the list) menu item Left-click to remove the link between the selected image and the record.



- 10. Fast Scan menu item Left-click to open the Fast Scan window (discussed below).
- 11. Scanning With Options menu item Left-click to open the Scanning window (discussed below).
- 12. **Select Scanning Source** menu item Left-click to temporarily change the scanning source.
- 13. **Print Current Image** menu item Left-click to print the selected image.
- 14. Print all images in current menu item Left-click to print multiple selected images.
- 15. Print all images menu item Left-click to print all images associated with the record.
- 16. Exit menu item Left-click to close the Pentagon 2000 IMAGEination window.

ii. Edit menu



iii. Zoom menu

🗾 Pent	ago	n 2000 I	MAGEina	tion	1
<u>F</u> ile <u>E</u> o	lit	<u>Z</u> oom			
	ŧ	Zo	om <u>I</u> n		😼 🔎
	File	Zoom <u>O</u> ut			
	P/N	Best <u>F</u> it			
Image List		<u>A</u> ct	ual Size		
Title	Title Date		Code		Descript
	4/1	7/2014			



4. Fast Scan

- a. From the Pentagon 2000 IMAGEination window:
 - i. Left-click File from the Pentagon 2000 IMAGEination window menu toolbar and left-click Fast Scan, OR



ii. Left-click the Fast Scan button from the Pentagon 2000 IMAGEination window button toolbar.

Pentagon 2000 IMAGEination						
<u>F</u> ile <u>E</u> dit <u>Z</u> oom						
$\blacksquare \blacksquare \blacksquare \boxed{\mathbb{Q}} \textcircled{\mathbb{Q}} \textcircled{\mathbb{Q}} \textcircled{\mathbb{Q}} \frown \textcircled{\mathbb{R}} [\mathcal{P}]$	2506					

b. The Fast Scan window will appear.

Stast Scan	23
∑ancel OK Scanner Camera	
Image/File Type : Image Title : Image Date : Pages : 1	
<u>ј</u> ШШШQQQан∢ ► ы <u>100%</u> ▼.	

i. Image/File Type field – Select the image/file type (optional).



- ii. Image Title field Enter an image title (optional).
- iii. **Image Date** field This field will be populated with the current date/time when the document is scanned; however, this date/time may be overwritten.
- iv. Pages field (for ADF scanning only) Enter the number of pages to be scanned (optional).

NOTE: Each page will be saved as separate images with an assigned suffix. However, the information in the fast scan will be allocated to all images (except the Note field, which is assigned to the first image of the set.

- v. Scan images as field Select the type of image which the scan should be saved.
- vi. **Options** button Allows selection of the appropriate image options related to the type of image selected in the **Scan images as** field.
- vii. Note field Allows information relevant to the image to be associated with the image.
- c. If using a scanner:
 - i. Left-click the Scanner button from the Fast Scan window toolbar.
 - ii. The image(s) will appear and any of the information may be modified after the scan.
 - iii. Left-click the **OK** button from the **Fast Scan** window toolbar to save the image(s).
- d. If using a camera:
 - i. Left-click the Camera button from the Fast Scan window toolbar.
 - ii. The Camera Capture window will appear.



iii. Left-click the Capture Image button.



- iv. The image will appear in the **Capture Image** window. Multiple images may be captured.
- v. Left-click **OK** in the **Capture Image** window.
- vi. The image(s) will appear and any of the information may be modified after the scan.
- vii. Left-click the **OK** button from the **Fast Scan** window toolbar to save the image(s).
- e. Image(s) will be linked to the document or line and will be stored in the directory identified in the **General Settings**.



5. Scanning With Options

a. From the **Pentagon 2000 IMAGEination** window, left-click **File** from the **Pentagon 2000 IMAGEination** window menu toolbar and left-click **Scanning With Options**.



b. The Scanning window will appear.

Scanning	_ 0 %
Image/File Type :	Scanner
Image Title : 000022273	
Image Date : 5/28/2014 2:54:52 PM 🔹	🗙 Cancel
File Name : 000022273	Select Scanner
Destination Directory : D:\PENTAGON2000SQL9\Images\	Camera
	🗸 ОК
Create/Append	X Cancel
⊙ Create New Image	
Append to Current Image	Select Camera
Feeder Options	
O Use a ADF Feeder	
Settings	
Scan images as : JPEG 🔹	
300 DPI - Show UI - RGB -	

- i. Image/File Type field Select the image/file type (optional).
- ii. Image Title field Enter an image title (optional). This field will default using a counter.
- iii. **Image Date** field This field will be populated with the current date/time when the window was opened; however, this date/time may be overwritten.



- iv. File Name field Enter the name under which the file will be saved.
- v. **Destination Directory** field Identifies the directory into which the file will be scanned.
- vi. Note field Allows information relevant to the image to be associated with the image.
- vii. Scan images as field Select the type of image which the scan should be saved.
- viii. **Options** button Allows selection of the appropriate image options related to the type of image selected in the **Scan images as** field.
- ix. Create /Append group box
 - 1. **Create New Image** radio button Identifies that the next scan should create a new unique file. This is the default option.
 - 2. Append to Current Image Identifies that the next scan will be added to the existing file.
- x. Feeder Options group box
 - 1. Use a ADF Feeder radio button Select if your scanner is equipped with an automatic document feeder and you intend to utilize it.
 - 2. Use a Single Page Scanner radio button Select if your scanner is either (1) not equipped with an automatic document feeder or (2) you do not intend to use the automatic document feeder.
- xi. Settings group box
 - 1. **Pages** field (for ADF scanning only) Enter the number of pages to be scanned (optional).

NOTE: Each page will be saved as separate images with an assigned suffix. However, the information in the fast scan will be allocated to all images (except the Note field, which is assigned to the first image of the set.

- 2. DPI field Select the DPI that you would like to scan (as a default).
- 3. Scanner UI field Select whether or not you would like the scanner's native interface to appear when scanning ("Show UI" option) or not ("Hide UI" option).
- 4. Color field Select the type of scanning that you would like (as a default).
- 5. Image Settings group box
 - a. Scan images as field Select the type of image which the scan should be saved.
 - Options button Allows selection of the appropriate image options related to the type of image selected in the Scan images as field.



- c. If using a scanner:
 - i. Left-click the **OK** button from the **Scanner** group box.
 - ii. The image(s) will be scanned, linked to the document or line and will be stored in the directory identified in the **Destination Directory** field.
 - iii. Left-click the **Select Scanner** button in the **Scanner** group box to temporarily change the scanner.

d. If using a camera:

- i. Left-click the **OK** button from the **Scanner** group box.
- ii. The Camera Capture window will appear.
- iii. Left-click the **Capture Image** button.
- iv. The image will appear in the Capture Image window. Multiple images may be captured.
- v. Left-click **OK** in the **Capture Image** window.
- vi. Image(s) will be linked to the document or line and will be stored in the directory identified in the **Destination Directory** field.

END OF DOCUMENT